

**Air National Guard
Affirmative Procurement Plan**

**122nd Fighter Wing
Indiana Air National Guard
3005 Ferguson Road
Fort Wayne, IN 46809-0122**

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1.0 Introduction

This document was prepared to function as the Affirmative Procurement Action Plan for the 122nd Fighter Wing. This plan applies to and shall be followed by all organizations that reside on the physical property of the 122nd Fighter Wing as permanent or temporary units and contractors. This organizational action plan encompasses the substantive requirements within Executive Order 13101, as well as the four affirmative procurement program elements identified in section 6002 of the Resource Conservation and Recovery Act (RCRA).

2.0 Definition of Terms

- 2.1 Guideline Item: Any of the items identified by the U.S. Environmental Protection Agency (EPA) in the *Comprehensive Procurement Guideline* (CPG). These are products that are made or can be made entirely or partially from recovered materials. Each Guideline Item has an applicable recovered material content standard specified in the EPA's *Recovered Material Advisory Notice* (RMAN), which is mandatory for Air Force buyers.
- 2.2 Total Recycled Content or Total Recovered Content: The amount of an item made from waste materials and by-products that have been recovered or diverted (i.e., recycled) from solid waste. Sometimes generically called "recycled content."
- 2.3 Post-consumer content: The amount of an item made from materials that have been used by a consumer and then recovered or recycled. This is a subset of the broader category of total recycled/recovered content.

3.0 Affirmative Procurement Team

The Affirmative Procurement Team consists of representatives from base organizations listed below (some bases may have less and some more). This issue must be presented to the EPC and the EPC shall appoint a chair person, a co-chair, and selected member organizations. Team shall have its authority delegated from the EPC and it will report its progress on an annual or semi-annual basis to the EPC. For more ideas, team should consult "Six Months to an AP Program" found at <http://www.afcee.brooks.af.mil/eq/ap/sixmonths.doc> Should a base wish to adopt the six month approach, it can be made an appendix in the base plan.

Office Symbol	Organization Name	Participant: Name & Phone #
122SPTG/EM O	Environmental Management	Capt Jack Gilbertsen x. 556
122LS/LGC	Contracting	SMS Michael Lents x. 265
122MDS/SGP B	Bio-Environmental Engineering	MSgt Shirley Butler x. 402
122CES/CE	Civil Engineering	Maj Charles Foster x. 252
122LS/LGS	Supply	Capt Mark Miller x. 257
122LS/LGTM	Vehicle Maintenance	CMS Steven Chandler x. 235
122LS/LGSD H	HAZMART	MSgt Frank Ratcliffe x. 404
122FW/PA	Public Affairs	2Lt Julie Schisler x. 306

4.0 Goals and Objectives

The organizational goal of the program is to *implement Affirmative Procurement in compliance with Air Force requirements*. The overall AF goal is to have 100% of purchases of Guideline Items meet EPA's recycled content standards as stated in the CPG. Specific objectives that support this goal are:

- a. Provide education and awareness to base personnel
- b. Use cost-effective procedures to maintain and monitor the program.
- c. Minimize the amount of additional paperwork requirements imposed as part of this program.
- d. Revise specifications for construction and service contracts that include CPG items.
- e. Publish information for credit card purchasers on where to get compliant products.
- f. Chair and team members must review base's major service contracts and when they expire, and assign an action for the new service contract to include all CPG requirements, per ETL 00-1 found in AFCEE web site(see section 9, references)

5.0 Identification of Current and Potential Procurement of Guideline Items

The following tables identify guideline items and applicable recycled content standards. These tables include information from CPG I & II and RMAN I & II.

NOTE: The EPA "recommended" content levels are **mandatory for AF purchasers**, unless an exemption applies. Printing and Writing paper products with an asterisk (*) may never be purchased with less than 20% post-consumer recycled content, regardless of exemptions!

5.1 PAPER & PAPER PRODUCTS

GUIDELINE ITEM	MINIMUM RECYCLED CONTENT (%)	MINIMUM POST-CONSUMER CONTENT (%)
PRINTING AND WRITING PAPERS		
* High speed copier paper	30	30
* Computer printout paper	30	30
* Writing and office paper	30	30
* Book paper	30	30
* Cotton fiber	30	30
* Text and coverstock	30	30
Papeteries (Invitations & greeting cards)	20	20
* Offset	20	20
Reprographic	20	20
* Forms bond	30	30
* Tablet	30	30
* Envelope, wove	30	30
Envelope, Kraft, white/colored/manila	10-20	10-20
Envelope, Kraft, unbleached	10	10
Super-calendered	10	10
Machine finished groundwood	10	10
Check safety	10	10
Coated	10	10
* Carbon-less	30	30
* File folders, manila or Kraft	30	30
Dyed filing products	20-50	20
Index and card stock	50	20
Pressboard	50	20
Tags and tickets	20-50	20
Newsprint	20-100	20-85
COMMERCIAL SANITARY TISSUE PRODUCTS		
Bathroom tissue	20-100	20-60
Paper towels	40-100	40-60
Paper napkins	30-100	30-60
Facial tissue	10-100	10-15

General-purpose industrial wipers	40-100	40
PAPERBOARD & PACKAGING PRODUCTS		
Corrugated containers <300 psi	25-50	25-50
Corrugated containers 300 psi	25-30	25-30
Solid fiber boxes	40	40
Folding cartons	100	40-80
Industrial paperboard (tubes, cores, cans, drums)	100	45-100
PAPERBOARD & PACKAGING PRODUCTS cont'd.		
Misc. (Pad backings, book covers, covered binders, mailing tubes)	90-100	75-100
Padded mailers	5-15	5-15
Carrierboard (Folding beverage carton)	10-100	10-15
Brown papers	5-40	5-20
MISCELLANEOUS PAPER PRODUCTS		
Tray liners	100	50-75

5.2 NON-PAPER OFFICE PRODUCTS

GUIDELINE ITEM	RECYCLED CONTENT STANDARD
Office recycling containers and waste receptacles	Plastic: 20-100% post-consumer recovered materials Steel: 25-100% total recovered materials
Plastic desktop accessories	25-80% recovered post-consumer polystyrene
Binders (paper, plastic-covered)	Plastic covering: 25-50% recovered plastic
Chipboard, paperboard, or pressboard binders or binder components	Refer to the paper products recommendations
Plastic trash bags	10-100% plastic post-consumer recovered materials
Plastic envelopes	25-35% total recycled content, including 25% post-consumer materials
Toner cartridges	Obtain recycling contract for used cartridges, or buy new cartridges made with recovered materials

5.3 VEHICULAR PRODUCTS

GUIDELINE ITEM	RECYCLED CONTENT STANDARD
Re-Refined Lubricating oils, hydraulic fluids, gear oils	25% or more re-refined oil base stock
Retread Tires (excluding airplane tires)	Purchase retread tires or tire retreading services to the maximum extent feasible
Engine Coolants	Reclaim on site or contract for offsite reclamation services. Request reclaimed engine coolant when having vehicles commercially serviced or buy recycled coolant when making direct purchases.

5.4 TRANSPORTATION PRODUCTS

GUIDELINE ITEM	RECYCLED CONTENT STANDARD
Traffic cones made from PVC, LDPE, crumb rubber	50-100% total recycled materials
Traffic Barricades (Type I and II only) made from HDPE, LDPE, PET, steel, fiberglass	100% recycled materials, including 80-100% post-consumer materials
Channelizers, Plastic	25-95% post-consumer materials
Channelizers, rubber base	100% post-consumer materials
Delineators, plastic	25-90% post-consumer materials
Delineators, rubber base	100% post consumer materials
Delineators, steel base	25-50% post-consumer materials
Flexible plastic delineators	25-85% post-consumer materials

Parking Stops, Plastic or Rubber	100% post consumer materials
Parking Stops, Concrete containing coal fly ash	20-40% total recycled materials
Parking Stops, Concrete containing Ground-Granulated Blast Furnace Slag	25-70% total recycled materials

5.5 PARK & RECREATION PRODUCTS

GUIDELINE ITEM	RECYCLED CONTENT STANDARD
Playground Surfaces, including rubber or plastic	90-100% post-consumer materials
Plastic Fencing for use to control snow, drifting sand, or as a safety barrier	90-100% total recycled material, including 60-100% post-consumer content
Running Tracks. Including rubber or plastic	90-100% post-consumer materials

5.6 LANDSCAPING PRODUCTS

GUIDELINE ITEM	RECYCLED CONTENT STANDARD
Garden hose, rubber or plastic	60-65% post-consumer materials
Soaker hose, rubber or plastic	60-70% post-consumer materials
Lawn/garden edging, plastic or rubber	30-100% post-consumer materials
Paper-based hydraulic mulch	Post-consumer paper, 100%
Wood-based hydraulic mulch	Recovered wood and/or paper, 100%
Compost	Purchase or use compost made from yard trimmings, leaves, grass clippings

5.7 MISCELLANEOUS PRODUCTS

GUIDELINE ITEM	RECYCLED CONTENT STANDARD
Wooden pallets	95-100% post-consumer wood
Plastic lumber pallets	100% post-consumer plastic
Thermoformed plastic pallets	25-50% post-consumer plastic
Paperboard pallets	50% post-consumer paperboard

5.8 LATEX PAINTS

GUIDELINE ITEM	RECYCLED CONTENT STANDARD
Latex paint; white, off-white or pastel colors	20% post-consumer latex paint
Latex paint; grey, brown , earth-tones, other dark colors	5-99% post-consumer latex paint
Consolidated latex paint (when color and performance don't matter).	100% post-consumer latex paint
NOTE: GSA has latex paints available to meet these requirements. Stock numbers and colors are as follows:	

<u>Semi-gloss</u>		<u>Flat</u>
8010-01-380-2400	Beige #27769	8010-01-380-3293 White #37886
8010-01-380-2405	Blue-gray #26420	8010-01-380-2425 Beige #27769
8010-01-380-2438	Sand-green #26307	8010-01-380-2442 Blue-gray #36650
8010-01-380-2382	Sand-gray #26306	8010-01-380-2381 Gray #36134
8010-01-380-2331	Gray #26134	8010-01-380-2367 Dark Gray #36081
8010-01-380-2429	Dark gray #26081	8010-01-380-2396 Blue #35526
8010-01-380-2338	Green #24491	8010-01-380-2366 Green #34491
8010-01-380-2379	Sand #23690	8010-01-380-2421 Sand #33690
8010-01-380-2332	Tan #23617	8010-01-380-2351 Tan #33617
8010-01-380-2417	Tan #20372	8010-01-380-2416 Dark Brown #30140
8010-01-380-2353	Sand-Yellow #20318	
8010-01-380-2363	Dark Brown #20140	
8010-01-380-2447	Red Brown #20100	

5.9 CONSTRUCTION PRODUCTS

BUILDING INSULATION MATERIALS		
GUIDELINE ITEM		RECYCLED CONTENT STANDARD
Rock wool		Slag, 75%
Fiberglass		Glass cullet, 20-25%
Cellulose loose fill and spray-on		Post-consumer paper, 75%
Perlite composition board		Post-consumer paper, 23%
Plastic non-woven batt		Recovered and/or post-consumer content, 100%
Plastic rigid foam – polyisocyanurate/polyurethane		Recovered material, 9%
Plastic foam-in place – polyisocyanurate/polyurethane		Recovered material, 5%
Plastic foam, glass fiber reinforced – polyisocyanurate/polyurethane		Recovered material, 6%
Phenolic rigid foam		Recovered material, 5%
STRUCTURAL FIBERBOARD AND LAMINATED PAPERBOARD		
GUIDELINE ITEM	TOTAL RECYCLED PAPER (%)	POST-CONSUMER RECOVERED PAPER CONTENT (%)
Structural fiberboards	80-100%	Not applicable
Laminated paperboards	100%	100%
CEMENT AND CONCRETE		
Guideline Item	Use of the specifications listed meets the standard	
Cement	ASTM C 595, “Standard Specification for Blended Hydraulic Cements” ASTM C 150, “Standard Specification for Portland Cement” AASHTO M 240, “Blended Hydraulic Cements”	
Concrete	ASTM C 618, “Standard Specification for Fly-Ash and Raw or Calcined Natural Pozzolans For Use as a Mineral Admixture in Portland Cement Concrete” ASTM C 311, “Standard Methods of Sampling and Testing Fly-Ash and Natural Pozzolans for Use as a Mineral Admixture in Portland Concrete Cement” ASTM C 989, “Ground-Granulated Blast Furnace Slag for Use in Concrete Mortars” AASHTO M 302, “Ground-Granulated Blast Furnace Slag for Use in Concrete and Mortars” American Concrete Institute Standard Practice ACI 226.R1, “Ground-Granulated Blast Furnace Slag as a Cementitious Constituent in Concrete”	
CARPET		
GUIDELINE ITEM		RECYCLED CONTENT STANDARD
Polyester Carpet Face Fiber (containing PET resin), excluding polyester carpet for use in heavy or severe wear applications		25-100% post-consumer materials
FLOOR TILES AND PATIO BLOCKS		
GUIDELINE ITEM		RECYCLED CONTENT STANDARD
Patio Blocks, Rubber or Rubber Blends		90-100% post-consumer materials

Patio Blocks, Plastic or plastic blends		90-100% total recovered materials
Rubber Floor Tiles (heavy duty/commercial use only)		90-100% post-consumer materials
Plastic Floor Tiles (heavy duty/commercial use only)		90-100% total recovered materials
SHOWER & RESTROOM DIVIDERS/PARTITIONS CONTAINING PLASTIC OR STEEL		
GUIDELINE ITEM	POST-CONSUMER RECYCLED CONTENT	TOTAL RECYCLED CONTENT
Steel Divider/Partition	16%	20-30%
Plastic Divider/Partition	20-100%	20-100%

6.0 Affirmative Procurement Procedures

6.1 Preference

All 122FW organizations and personnel who specify, order, contract for, or otherwise procure goods and services which include any items identified as Guideline Items, are tasked with ensuring that the recovered content standards associated with those items are met. This means that base buying organizations and personnel must actively seek vendors who can provide Guideline Items that meet the standards. In the event that the standards for a particular Guideline Item cannot be met, the procuring organizations or personnel should attempt to procure the item with the highest available recovered content.

6.2 Promotion

Promotion of Affirmative Procurement will primarily be the responsibility of CE/EM personnel. Promotion efforts will consist of the following activities:

6.2.1 Affirmative Procurement Fact Sheet

122 SPTG/EMO has developed a "fact sheet" (Appendix A) which briefly describes the purpose of, and requirements for, Affirmative Procurement. The fact sheet includes an attached listing of all Guideline Items and the applicable recovered content standards. By 1 Jan 01, LG will e-mail the Fact Sheet directly to all IMPAC holders approving officials. 122SPTG/EMO will update the Fact Sheet annually or as significant program changes occur, and LG will retransmit.

Base must update Guidelines Items as new items are added/deleted. AFCEE's web site is an excellent resource (see references).

6.2.2 IMPAC Training

IMPAC training will be conducted in conjunction with Affirmative Procurement training to be held at the HMP Workshop, October 2000, and at the EM Workshop, February 2001. The trained CE, LG, SG, and SE representatives at the above workshops will be responsible for training at their bases.

6.2.3 Additional Methods

Additional methods that may periodically be used to promote Affirmative Procurement include posters, news letters, posting of "source-of-supply" and web-sites to the electronic bulletin board or equivalent. The team chair will assign the above responsibilities to the various organizations members.

6.3 Certification

Federal Acquisition Regulation (FAR) 23.4 directs contracting officers to insert the provision at 52.223-4, *Recovered Material Certification*, into solicitations that are for, or specify the use of, a Guideline Item. Through the use of this provision, vendors certify that recovered materials will be used as required in the applicable specification. This provision is apparently required to be included in solicitations regardless of the value.

In accordance with FAR 23.406, vendor estimates and certifications of recovered material content are required only for Guideline Items in solicitations and contracts valued at over \$100,000. For such solicitations, FAR 23.4 directs contracting officers to insert the clause at 52.223-9, requiring bidders to submit estimates of the percentage of recovered material that will be in Guideline Items anticipated to be provided as part of the contract. After a contract is awarded and being performed, FAR 23.4 directs contracting officers to include (if applicable) the clause at 52.223-9, requiring contractors to provide certifications of the percentage of the recovered material content for Guideline Items that were provided under the contract. For any contracts that are anticipated to exceed \$100,000, LGC will need to ensure that the estimates are included in bid submittals, and that the certifications are required as part of the contract specifications/statement of work.

A list of service contracts and construction contracts can be obtained by contacting the contracting office.

6.4 Monitoring

The EPA AP audit protocol found at <http://www.ofee.gov/html/rcra2.htm> must be used as the primary guide when conducting a periodical self-assessment or improvement evaluation on your AP program. It is the same protocol that the EPA uses when conducting an AP inspection at any federal facility.

Also, There are two additional monitoring methods that must be used by the base LG for review of Affirmative Procurement compliance. The method used depends on whether the value of the procurement is above or below the “micropurchase threshold” of \$2500. This procurement threshold limit for construction contracts is \$2000.

6.4.1 Procurements above \$2500 or Construction above \$2000

Procurement actions exceeding \$2500 generally consist of service contracts, or non-routine purchases of durable equipment. Procurement of construction contracts shall not exceed \$2000. Such actions require that the procurement documents submitted to base LG include a completed “*Recovered Materials Determination Form*” signed by the procurement originator, and, if applicable, a completed “*Affirmative Procurement Determination*” signed by the commander or division chief of the requiring organization. The *Recovered Materials Determination Form* is a checklist which identifies Guideline Items that are being procured from non-federal sources. The *Affirmative Procurement Determination* is the form that documents exemptions to the applicable recovered content standards on the basis of one of the four established exemption criteria (unavailability, performance standards, competition, and price).

Appendix B contains a copy of the *Recovered Materials Determination Form* and Appendix C contains the *Affirmative Procurement Determination*.

6.4.2 Procurements below \$2500 or Construction below \$2000

Due to the Air Force’s shift toward the use of IMPAC for most micropurchases, nearly all routine procurements of non-durable goods and minor services are accomplished via IMPAC. IMPAC rules mandate that federal sources (such as GSA, DLA, etc.) be used when the items being purchased are available from those sources. In accordance with Executive Order 13101 (*Greening the Government through Waste Prevention, Recycling, and Federal Acquisition*), written justification for the purchase of a Guideline Item, which does not meet the applicable recovered content standard, is not required for purchases below \$2500.

7.0 Market Research

The EPA maintains a web site devoted to providing information on the Comprehensive Procurement Guidelines. For each current Guideline Item, a link to a listing of Manufacturers and Suppliers is provided. The web site can be accessed at: <http://www.epa.gov/epaoswer/non-hw/procure/products.htm>

The General Services Administration (GSA) Federal Supply Service publishes an “*Environmental Products Guide*” catalog, which contains many Guideline Items in several of the categories. The catalog can be viewed on-line at: <http://pub.fss.gsa.gov/environ/index.html>

The Defense Logistics Agency (DLA) publishes an “*Environmental Products*” catalog, which contains a variety of “environmentally preferable” products. Examples of items directly applicable to Affirmative Procurement include: remanufactured ink jet and laser printer toner cartridges; re-refined oils; and recycled plastic lumber. The catalog can be viewed on-line at: <http://www.dscr.dla.mil/products/epa/eppcat.htm>

The U.S Department of Agriculture’s Alternative Agricultural Research and Commercialization (AARC) Corporation is a venture capital firm that makes investments in companies to help commercialize bio-based industrial products (non-food, non-feed) from agricultural and forestry materials and animal byproducts. Because bio-based products are made from agricultural materials, they are, by their very nature, environmentally friendly. In many instances, these products replace petroleum, or make use of an agricultural waste material. AARC maintains a web site with an on-line catalog called the “*Source Book*.” Examples of product categories contained in the Source Book include: construction and building materials; oils, lubricants, fuels and automotive supplies; tree-free paper; landscaping and composting products; and shipping and packing materials. The Source Book can be accessed through AARC’s web site at: <http://www.usda.gov/aarc/aarcsrbk.html>

The Waste Management Assistance Division of the Iowa Department of Natural Resources maintains a “Iowa Recycled Products Directory,” which can be accessed through the Market Development section of its web site at: <http://www.state.ia.us/government/dnr/organiza/wmad/index.html>

The Wisconsin Buy Recycled Business Alliance maintains searchable recycled product directories on its web site at: <http://www.buyrecycled.org/html/products.html>

The California Integrated Waste Management Board (CIWMB) maintains a “*Recycled-Content Product Database*,” which can be used to search for manufacturers or distributors of hundreds of recycled-content products. The database can be accessed on CIWMB’s web site at: <http://www.ciwmb.ca.gov/rcp/>

Government Sales Associates L.C. maintains a web site with a listing of recycled-content product manufacturers. Emphasis is on recycled furniture, recycled flooring and recycled building materials. The listing can be accessed on the web site at: <http://www.governmentales.com>

The Army Environmental Center (AEC) maintains a list of recycled-content product vendors on its web site. The list can be accessed at: <http://aec-www.apgea.army.mil:8080/>

8.0 References

NOTE: All references can be found at the AFCEE Affirmative Procurement website <http://www.afcee.brooks.af.mil/EQ/ap>

- *A Guide to Buying Recycled: The Air Force Affirmative Procurement Program*, Air Force Center for Environmental Excellence (AFCEE)
- Code of Federal Regulations, Title 40, Part 247 – *Comprehensive Procurement Guideline For Products Containing Recovered Materials*
- Executive Order 13101, *Greening the Government through Waste Prevention, Recycling, and Federal Acquisition*
- Federal Acquisition Regulation, Part 23, Subpart 23.4 – Use of Recovered Materials
- *Recovered Materials Advisory Notice*, U.S. Environmental Protection Agency
- Section 6002 of RCRA (42 USC 6962), Title 42, Chapter 82, Subchapter VI --Federal Responsibilities.
<http://www.ofee.gov/html/rcra2.htm>

Appendix A

Affirmative Procurement Fact Sheet

What is “Affirmative Procurement”?

Affirmative Procurement is “*the purchase of environmentally preferable products manufactured from recycled and reclaimed materials.*” This means giving preference to buying products made with recycled content, instead of products made entirely from non-recycled materials.

Who must do Affirmative Procurement?

President Clinton issued Executive Order 12873, implementing it as a federal program. The requirement has been updated in Executive Order 13101. Participation by all federal agencies is **mandatory**. The requirement applies to all procurement agencies and consumers in all federal agencies, including IMPAC card users. As a federal agency, DOD is obligated to do affirmative procurement.

Why must we do Affirmative Procurement?

The Clinton administration believes that our nation can only fully realize the benefits of recycling programs if there are commercial markets for products that are made from materials being recycled. To spur the development of such markets, the administration wants to use the federal government’s buying power to raise the demand for recycled-content products. The expected results are increased rates of recycling; decreased waste disposal in landfills and incinerators; and decreased dependence on virgin raw materials;

What products are covered by this requirement?

Executive Orders 12873 and 13101 gave the U.S. Environmental Protection Agency (EPA) the authority to designate specific products that are made (or can be made) from recycled materials. These products are called “Guideline Items,” because they are published in a document called the “*Comprehensive Procurement Guideline*,” or CPG for short. This will be updated at least every two years by EPA. At present, the guideline items currently include certain products in the following categories:

- Paper & paper products
- Vehicular products
- Transportation products
- Park & recreation products
- Landscaping products
- Non-paper office products
- Miscellaneous products
- Latex Paints
- Construction Products

How do I do Affirmative Procurement?

The EPA also publishes a document called the “*Recovered Materials Advisory Notice*,” or RMAN for short. (Note: “recovered” means recycled or reclaimed.) The RMAN contains the minimum recovered material content standard for each of the guideline items. The Air Force has adopted these standards as **mandatory**. So, the CPG tells what the guideline items are, and the RMAN tells how much recycled content must be in each of them. The attached sheets are a summary list of all the current guideline items from the CPG and the applicable recycled content standards from the RMAN. This information is up to date as of October, 1998.

If you are buying a product for (base name) organization, check the list to see if the product is a “guideline item.” If it is not on the list, affirmative procurement requirements do not apply. If it is on the list, affirmative procurement requirements apply, and you need to try to find vendors whose product meets the applicable recycled content standard.

Exemptions:

Except for certain specific types of paper and writing products, you do not have to buy a guideline item that meets the recycled content standard *if one of the following four conditions apply*. However, according to Air Force policy, a decision to buy a guideline item that does not meet the standard *must be documented* in a written determination signed by the squadron commander or division chief. The only exception to getting the written determination is when what you are buying is below the so-called “micropurchase threshold” of \$2500. So, for IMPAC purchases you still have to follow the affirmative procurement program rules, but you don’t have to get a signed written determination documenting the reason why you could not meet the standard.

Exemption #1: Not available in a “reasonable amount of time.”

“Reasonable amount of time” has not been defined by the Air Force, so use common sense. For example: you need a product next week, and you find three vendors who sell the product. Vendors #1 and #2 each have a product that meets the recycled content standard, but neither can deliver for two weeks. Vendor #3 has a product that does not meet the standard, but he can deliver next week when you need it. In this case, the products that meet the standard are not available in a reasonable amount of time, and you would be exempt from the affirmative procurement requirements. However, if none of the vendors can deliver for two weeks, the affirmative procurement requirement would apply because all the vendors are essentially equal in their timeliness.

Exemption #2: Not available from at least two sources.

In order to maintain a satisfactory level of competition, there must be at least two sources for products that meet the recycled content standard. If there is only one source, the affirmative procurement requirement does not apply.

Exemption #3: Only available at an “unreasonable price.”

The Air Force has defined “unreasonable price” as follows: If the cost of the recycled-content product exceeds the cost of a non-recycled item, then it is considered unreasonable.

Exemption #4: Product fails to meet reasonable performance standards.

Obviously the Air Force cannot accept products that meet the recycled content standards, but don’t perform as needed. Except for possibly some of the items in the Construction products category, this exemption would be a difficult one to apply.

- **Suggestion:** Even when you can’t find the product with the recycled content that meets the RMAN standards, get it with the highest recycled amount that you can find

Appendix B Recovered Materials Determination Form

Instructions

This form is to be completed by the procurement originator where the items or deliverables subject to base's Affirmative Procurement Program for Recovered Materials are being procured from outside vendors. This form is not required for items requisitioned from established Federal supply sources.

1. The procurement originator checks off which items(s) apply to the procurement request, and signs and dates the bottom of the form.
2. The completed form becomes part of the contracting office contract file.

Procurement Request No. _____

The Statement of Work/Specifications covering this procurement request is subject to the base's Affirmative Procurement Program for Recovered materials. The items being procured are:

<input type="checkbox"/> Paper and Paper Products	<input type="checkbox"/> Transportation Products (Traffic Barricades or Cones, Parking stops, Delineators, Flexible Delineators and Channelizers
<input type="checkbox"/> Lubricating Oils Containing Re-Refined Oil	
<input type="checkbox"/> Retread Tires	<input type="checkbox"/> Landscaping Products (Hydraulic Mulch or Compost, Garden and Soaker Hoses, and Lawn and Garden Edging)
<input type="checkbox"/> Shower and Restroom Dividers	<input type="checkbox"/> Office Recycling Containers or Office Waste Receptacles
<input type="checkbox"/> Latex Paint	<input type="checkbox"/> Plastic Desktop Accessories
<input type="checkbox"/> Plastic Fencing	<input type="checkbox"/> Printer Ribbons
<input type="checkbox"/> Reclaimed Engine Coolants	<input type="checkbox"/> Plastic Envelopes
<input type="checkbox"/> Building Insulation	<input type="checkbox"/> Remanufactured or Recycled Toner Cartridges for Printers, Photocopiers, Facsimile Machines, or Micrographic Printers
<input type="checkbox"/> Structural Fiberboard	<input type="checkbox"/> Plastic Trash Bags
<input type="checkbox"/> Laminated Paperboard	
<input type="checkbox"/> Pallets	<input type="checkbox"/> Other Recycled-Content Items Not in EPA Guidelines, but Included in The base's Affirmative Procurement Plan (Describe item on reverse of form)
<input type="checkbox"/> Cement and Concrete Containing Fly Ash or Ground Granulated Blast Furnace Slag	
<input type="checkbox"/> Carpet	<input type="checkbox"/> Other
<input type="checkbox"/> Patio Blocks	
<input type="checkbox"/> Floor Tiles	
<input type="checkbox"/> Binders	

I hereby certify the Statement of Work/Specifications for the requisition of materials/services listed above complies with applicable base preference standards for recycled/recovered materials.

Procurement Originator's Signature

Date

Appendix C

Affirmative Procurement Determination

The following EPA designated guideline item is included in the specifications for project number _____ however compliance with the EPA standards is not achievable.

Item: _____

I have determined that the EPA guidelines were considered and determined inapplicable, based on the following:

_____ Item is not available within a reasonable period of time.
(Need date: _____ Date available: _____)

_____ Item fails to meet a performance standard in the specifications.
Specifically, _____

_____ Item is not available from 2 or more sources.
Market research was performed by calling _____ (insert number)
vendors, but only _____ (enter name)
was able to supply the item.

_____ Item was only available at an unreasonable price (i.e., recycled item
cost more than non-recycled item).

Price of recycled item: _____

Price of non-recycled item: _____

This determination is made in accordance with FAR 23.404(b).

Billing Official / Contracting Official/ (and Engineering if technical issue) Date